

DATA PROCESSING MANAGER III

JOB ANALYSIS BACKGROUND INFORMATION

Date of Study: January 7-11, 2002

Collective Bargaining Identification: M01

Job Analysis Conducted By: Marian Dilley, SSM I, Job Analysis Unit
Fred Freeman, SSA, Job Analysis Unit

Number of Incumbents: There are 6 incumbents in this classification
per Department of Corrections Filled/Vacant
Position Report dated December 31, 2001.

Names of the Subject Matter Expert(s) and their background:

Rita Perkins, Data Processing Manager III, Information Systems Division

Rita currently works as a Data Processing Manager III with Information Systems Division for CDC. She had worked as a Data Processing Manager II with the Department of Insurance and CDC. Rita has been with CDC for six years.

DATA PROCESSING MANAGER III INFORMATION GATHERING

The initial list of task and knowledge, skills and abilities statements were identified after conducting a literature review which consisted of:

- State Personnel Board Job Specification, Data Processing Manager
- Personnel Examining Job Analysis—Senior Programmer Analyst (Supervisor)
- State of Washington Class Specification—Data Processing Supervisor 4
- State of Illinois Class Specification—Data Processing Supervisor I, II, III
- O-NET CENTER Website for Computer and Information Systems Manager

Other sources were viewed for information (i.e., Exam History File, Personnel Operation Class File, DPA Allocation Guideline); however, the information was not relevant to the job analysis and therefore not included.